

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

August 27, 2008

5 Page Document

TITLE:	Public Health Program Manager
POSITION NO:	00330
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$49,468 - \$61,835 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 11, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is a Section Supervisor in the Communicable Disease Control & Prevention Bureau. The incumbent will be responsible for developing and implementing Food and Consumer Safety section programs; promoting or providing a wide range of preventive, primary, and public health services to individuals and communities; directing and performing program operational activities including service delivery, public and interagency relations, program monitoring, consultation, technical assistance, etc. to ensure organizational goals are met and program activities comply with applicable regulations; and administering section budget, policies, grants, contracts, information systems, and related systems and activities. This position supervises seven section staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts and theories of the public health program administration field including research methodology; disease control and intervention; epidemiological and statistical analysis; modern research procedures; community organizations and resources related to the field of public health; chronic and communicable disease prevention methods; strategic planning; state/federal funding requirements; computers and database management; the use of statistical software; federal grant requirements; advanced research and evaluation methods and techniques; project management agency policies, procedures, and guidelines; principles and practices of public information and education; presentation methods and techniques; budgeting; contract administration; and supervisory principles and practices.

Skills: Skill in developing approaches to sensitive issues that have significant impacts on public health and the environment; operation of a personal computer and laptop including word processing, spreadsheet, database programs, internet, and e-mail; and the use of office equipment such as photocopier, dictation equipment, cameras and video equipment, telephone, and calculator.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in the health sciences, education, behavioral/social sciences, or communications-related field **AND** five years of progressively responsible experience including program planning and administration, environmental or public health regulation, and a minimum of two years of supervisory experience. A Master's degree in public health or related field is preferred. Montana licensed sanitarian (or eligible for Montana licensure) preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**
HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Public Health Program Manager

Position: #00330

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience in working with establishment owners, local health departments, and sanitarians on food and consumer safety issues.